MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 20, NUMBER 4 Fall 1991

MARAC Meeting in Roanoke: Some Notes From the Program Chair

The program and registration materials for the Fall, 1991 MARAC meeting in Roanoke should have already arrived in your mailbox. The program and local arrangements committees invite you to attend what should prove to be an exceptional meeting. Laura Katz Smith of Virginia Tech has very capably taken over the local arrangements committee from John Straw, who unfortunately is leaving the MARAC region. If the shear beauty of the Blue Ridge region in autumn isn't enough to get you to Roanoke, consider some of the excellent events and tours of local archives and museums scheduled by the program committee. These include the archives at Virginia Tech and the Virginia Transportation Museum.

On the program side, we have scheduled some unique offerings, most notably the workshop on conservation environments being led by William P. Lull. I hope MARAC members will take advantage of this full-day workshop (for a very reasonable price) with one of the most prominent authorities on archival and library environments in the United States. This workshop includes not just theoretical but practical knowledge on the subject. If you are planning a new facility, revamping an old one, or just trying to improve environmental conditions in your current shop, this workshop is for you.

The theme of the meeting will be the records of business, technology, and labor, and we have taken pains to schedule sessions and workshops that cover all of the diverse formats found in our region's archives, including video and film, oral history collections, photographs, and, of course, manuscripts and paper records. A major theme of the meeting is the intersection of all of these records in appraising and documenting broad themes which are central to American history: industrialization, the transformation of work, and the development of the corporation. We have also responded to comments from past meetings, and you will find a full slate of sessions on "mainstream" archival concerns such as security, conservation, software and computers.

Please join us in Roanoke this November, and experience first-hand some old-fashioned Virginia hospitality! For further information on the meeting call Laura Katz Smith (local arrangements committee) at 703-231-9215, or Gregg Kimball (program committee) at 804-649-0711.

Ronald Becker, editor of the *Mid-Atlantic Archivist* for the past seven years, has passed along the editor's pen and is now devoting himself to his many other activities. For his grand efforts, easy style and devotion to the production of more than 20 issues we applaud him. For his endurance from paste-ups to electronic production we salute him. Thank you Ron for a job well done.

From The Chair

MARAC Committee Structure, Duties Scrutinized

No one enjoys housekeeping. The mundane, detail work involved in keeping MARAC's component committees and task forces in operation is tedious, but very necessary for the efficient functioning of the Conference. Making committee appointments, scheduling of members' terms, and updating operating guidelines are low-profile duties that elicit little praise, but the Conference's officers and Steering Committee addressed them this summer straightaway. I want to use this space to highlight these accomplishments and to recognize and thank those whose dedicated toil made them possible.

The development of MARAC's standing committee structure over the past decade has been evolutionary, informal to a large extent, and increasingly complicated. This is by no means intended as a criticism of past governance; the same adjectives describe the development of the Conference itself! However, by the beginning of the 1990s it had become maddeningly difficult for the officers and Steering Committee to track: a) the membership of the committees; b) whether the members were elected, appointed, or served ex-officio; c) their terms of service; and d) occasionally, even the basic functions of the committees. One consequence of this was that, by June 1991 MARAC's nine standing committees — cumulatively — were operating at 63 percent of full strength, with 23 vacancies out of 62 total committee slots. My first inquiries into the status of incumbents resulted in a dialogue resembling the classic Abbott & Costello "Who's on first?" routine.

Indispensable aid in solving the puzzle came from immediate past MARAC Chairman Lee Stout, continuing Vice Chair Jodi Koste, Secretary Janet Linde, former Maa editor Ron Becker, and incumbent committee chairpersons. Several weeks of inquiries and research in the Conference Archives (thanks here to Archivist Lauren Brown and past MARAC Chair Karen Paul) culminated in July when the Steering Committee accepted an organizational chart comprising the entire governance and standing committee structure of MARAC. Altogether 78 persons — fully 7 percent of our 1, 100 members — are in active service to the Conference at-large, not counting those working on local arrangements and program committees for semiannual meetings, and on various task forces.

Under the revised organizational scheme, periods of appointment to the committees have been carefully defined, with members divided evenly into classes serving staggered one- or two-year terms (except for the awards committees, whose members are elected for three years). A system of orderly rotation on and off the committees will ensure that membership of each blends experience with new energy and ideas.

MARAC Administrator Marsha Trimble, with the management of the Conference's membership database now under her direct control, has produced a lengthy roster of those who have recently volunteered for committee service. The numbers are impressive. Nearly a quarter of our members have expressed willingness to serve in some capacity. It is gratifying to this Chairman to be able to draw on such a wealth of talent.

Vice Chair Jodi Koste has rendered a tremendous service to me and the Conference in reviewing and drafting revisions to our committee guidelines. As MARAC has grown and changed, so too, have the functions and duties of the committees. Working with incumbent committee chairpersons, Jodi has restructured and reformatted — and in some cases, rewritten — guide-lines to bring them into harmony with actual practice, and to stress areas of current and future need.

Attention to these "housekeeping" chores now, at the beginning of my term, will enable us all to expand MARAC's success as we move into our third decade as a professional association. I salute those whose

Table of Contents

From the Chair 2
State & Local News 4
Spring Meeting, Pittsburgh 4
Preservation News 8
Current Reading 8
Employment 11
Conservation Calendar 12
Reference Shelf 15
News Notes 15
People 16
Letters to MARAC 16
Steering Committee 18

NEWS RELEASE

Mid-Atlantic Regional Manager Ronald N. Chamberlain is pleased to announce the relocation of the Mid-Atlantic Regional Office from Rockaway to Boonton, New Jersey. Current address and telephone number are as follows:

Munters Moisture Control Services
85 Fulton Street
Unit 9D
Boonton, N.J. 07005-1912
Phone: 201-334-7442
Fax: 201-334-7523

Furthermore, Mr. Chamberlain is equally pleased to announce the opening of the Philadelphia District Office. Mr. Paul J. Denis has been named District Manager. The Philadelphia District Office is situated at:

Munters Moisture Control Services
RD #1, Box 278-2
Upper Black Eddy, PA 18972
Phone: 215-982-9100
Fax: 215-982-9111

The Philadelphia District Office is serving eastern Pennsylvania and southern New Jersey.

From The Chair (Continued)

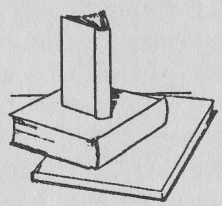
patient, diligent work these past four months has made my job easier, and made MARAC a better organization. And I invite members who want to share more of their talent and time with MARAC to contact me or Marsha Trimble. Let us know in which areas you would like to help *us* help *archives* and *fellow archivists* throughout our region.

I conclude with a personal note of gratitude to Ron Becker. The recently retired editor of the *Mid-Atlantic Archivist*, besides setting a new standard of excellence for MARAC's newsletter during the past seven years, and playing a key role in planning and executing every Conference meeting held in New Jersey, stands with that very small group of loyal members who constitute MARAC's "institutional memory." We would be poorer, indeed, without the benefit of his counsel. The officers and Steering Committee join me in wishing him a well-deserved, pleasant, but most of all *brief* vacation from MARAC affairs.

— Karl J. Niederer

Preserving Our Cultural Heritage

Brown's River Bindery Inc.



- *Conservation Bookbinding*
- *Deacidification*
- *Mylar Encapsulation*
- *Map and Document Storage Systems*

One Allen Martin Drive • Essex, VT 05451
802-878-3335

State & Local News

DELAWARE

The Hagley Museum and Library

The business records in the archival collections of Hagley were profiled in an August 1991 article in the *Philadelphia Inquirer*. On October 7, 1991 Hagley will celebrate the 30th anniversary of this library building.

Hagley has recently acquired the papers of Dr. Gordon M. Kline, whose papers document the evolution of plastics technology, 1935-1970, and the role that this new material played in America's post-war consumer society. Kline was one of the key scientists who shaped the plastics industry; he also served as chief of the plastics section of the National Bureau of Standards. At the request of the Library of Congress, Kline was involved in an effort to preserve the Declaration of Independence and the Constitution of the United States so as to permit the documents to be on permanent display. He had the documents placed in hermetically sealed frames that contained inert helium gases to eliminate the danger of deterioration from oxidation and acid hydrolysis, and they were displayed publicly at LC in 1951. This unique preservation process is documented in Dr. Kline's papers.

The papers of prominent contractor and builder John McShain have been added to Hagley's collections. Among the projects underwritten by a four-year grant from the John McShain Charities, Inc. of Philadelphia is a full-length biography of McShain. Dr. Carl Brauer of the Boston-based corporate history research firm, Winthrop Group, was selected to research and write the biography. Dr. Brauer is the author of *Presidential Transitions: Eisenhower through Reagan* (1968) and *John F. Kennedy and the Second Reconstruction* (1977).

PITTSBURGH

Educating Archivists for the 21st Century: Celebrate the Past and Look to the Future at MARAC's 20th Anniversary Meeting

MARAC will celebrate its 20th anniversary by recognizing its past and looking towards its future at the Spring Meeting, 7-9 May 1992, in Pittsburgh, Pennsylvania.

Pittsburgh is located at the intersection of the Allegheny, Monongahela, and Ohio Rivers. Originally inhabited by Shawnee, Seneca, Delaware and Iroquois Indians, Pittsburgh then became a military outpost for the French, who built Fort Duquesne, and later the British, who erected Fort Pitt. Pittsburgh was incorporated in 1816 and gradually was transformed into an industrial center under the leadership of Andrew Carnegie, Henry Clay Frick, and George Westinghouse. Although still a major business center with corporations such as USX, H.J. Heinz and Mellon Bank, Pittsburgh is now also a major education, science, and medical center. Its 31 higher-education institutions include the University of Pittsburgh, Carnegie Mellon University, and Duquesne University. Scientific research is conducted at Allegheny Observatory, the Mellon Institute, the Carnegie Museum of Natural History, and the medical complex at the University of Pittsburgh. The Pittsburgh Symphony, Carnegie Museum of Art, and City Theater contribute to the arts here. Pittsburgh remains home for championship sports teams, including the 1991 National League East champion Pirates and the 1991 Stanley Cup champion Penguins.

Pittsburgh has several world-renowned archives, such as the Archives of Scientific Philosophy at the University of Pittsburgh and the Archives at the Hunt Institute for Botanical Documentation. The local area is well-documented by the holdings at the Historical Society of Western Pennsylvania and the University of Pittsburgh's Archives of Industrial Society. Appropriate to the theme of our Spring Meeting, Pittsburgh also supports two graduate archival education programs. These are the program for Archives, Museum and Editing Studies in the Department of History at Duquesne University and the Archival Studies program in the School of Library and Information Science at the University of Pittsburgh.

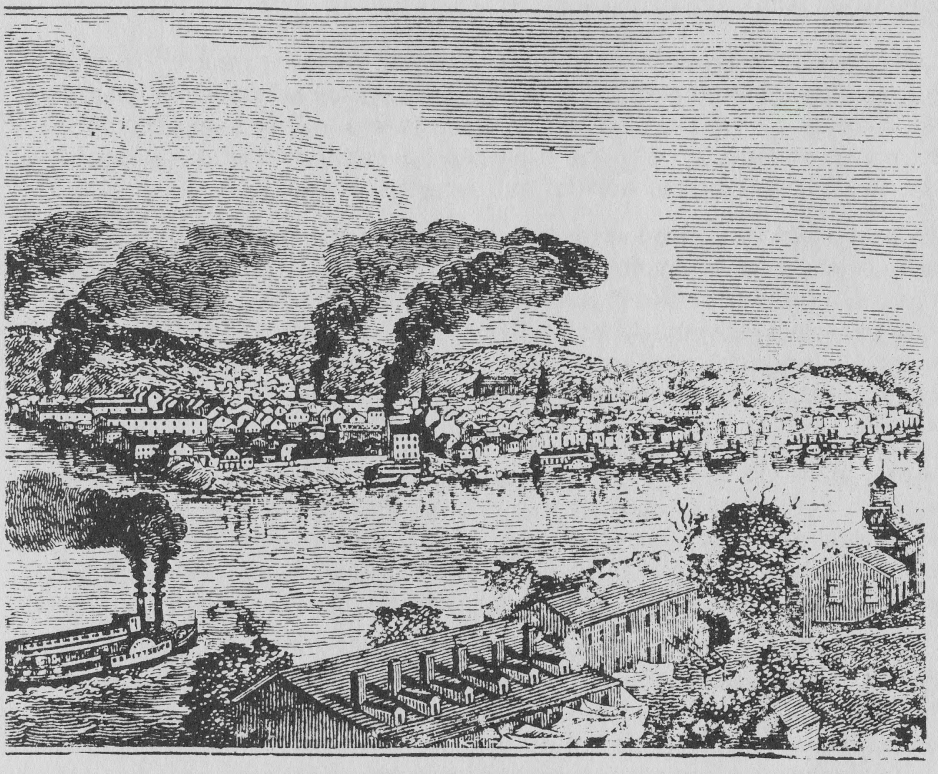
Our theme for this conference is "Pushing Out Along New Lines: Educating Archivists for the 21st Century." The featured speaker is Luciana Duranti of the School of Library, Archival and Information Studies at the University of British Columbia; she will deliver the plenary address entitled "The Archival Body of Knowledge: Archival Theory, Principles, and Practices and Graduate and Continuing Education." There will then be sessions centered around three papers. Timothy Ericson, Director of the Milwaukee Urban Archives and former education officer for the Society of American Archivists, will examine the present condition and future trends for graduate archival education. Paul Conway of the Office of Research and Evaluation at the National Archives will provide an analysis of the nature and effectiveness of continuing education programs for archivists, and Frederick Stielow of the School of Library and Information Science at The Catholic University will inform us of the impact of the computer on records and record-keeping, and hence the impact on archives and archivists.

There will be sessions on new trends and developments in the basic archival functions of appraisal, arrangement and description, preservation, and reference, use and access. Pre-conference events scheduled for May 7th include a workshop on the recruitment and management of volunteer and friends groups and an advanced seminar on personnel management.

Archival education is currently an important and lively topic. You can participate in this continuing debate at the Spring 1992 Meeting from beginning to end, starting with the pre-conference meeting of the archival educators group to a concluding panel on the future of, and needs for, archival education.

There will be a series of extracurricular events. Conference participants may choose a tour of historic sites at the University of Pittsburgh, including Heinz Chapel, the Stephen Foster Memorial, and the unique Nationality Rooms. Others may select an architectural walking tour of downtown Pittsburgh landmarks guided by Pittsburgh History and Landmarks Foundation docents. For scientific night owls, there will be a special tour of the Allegheny Observatory. A post-conference tour of Frank Lloyd Wright's Falling Water is being arranged; information on this possibility will be included in future mailings. And, of course, there will be a suitable gala celebration of MARAC's 20th anniversary.

Registration materials, including information on hotel reservations and airline discounts, will be mailed to all MARAC members in January. For program information, please contact Richard J. Cox, School of Library and Information, Science, University of Pittsburgh, Pittsburgh, PA 15160, (412) 624-3245. For local arrangements, contact Mary Kay Johnsen, Special Collections Department, Hunt Library, Carnegie Mellon University, Pittsburgh, PA 15213, (412) 268-6622.



VIEW OF PITTSBURGH IN 1840

DELAWARE

Henry Francis du Pont Winterthur Museum Library

Paul Hensley, in addition to his other responsibilities, has been serving as start-up manager for the new exhibition building scheduled to open in 1992. The new building will feature museum collections in non-period-room settings and provide the opportunity for more independent viewing to museum visitors.

★★★★

Historical Society of Delaware

The HSD is preparing for an exhibition concerning World War II which will open on December 7, 1991. The exhibition will include a recreation of a 1941 living room complete with a radio playing sound recordings of news from that time. The exhibition will also feature George Welch, a native Delawarean and one of the few pilots who took to the air during the attack on Pearl Harbor. Welch downed four Japanese planes in his heroic effort. HSD has also begun an oral history project to document World War II.

★★★★

University of Delaware Library

The University of Delaware Library will celebrate acquisition of its two millionth volume on October 9, 1991. Plans include an exhibition about the growth of the collections through private gifts, and a ceremony with featured speaker Dr. James Freedman, President of Dartmouth College and a well-known book collector. The two millionth volume is the second edition of the collected works of William Shakespeare, printed in London in 1632. The "Second Folio" contains as an epitaph the first printed English poem by John Milton.

State & Local News

DELAWARE

The recent exhibition at the Special Collections gallery, "Delaware Collects," has been an immensely popular exhibition drawing many visits from the general public and receiving good coverage in the *Wilmington News Journal*. The exhibit, curated by Max Yela, showcased the private collections of individual Delaware collectors. Invitation to participate in the exhibit was extended to the general public through a newspaper article featuring the holdings of UD Special Collections, as well as to members of other groups such as Delaware Bibliophiles and the Library Associates. The collections ranged from Audubon to micro-miniature books, dogs, history of fats and oils, and samples of fore-edge painting, and weight lifting and physical culture. Archival collections included historical images of Vermont post offices, the Thomas J. Wise/Harry Buston-Forman forgeries, YMCA P.O.W. relief collection of Dr. Conrad Hoffman, Jr., and Delaware maps. The popularity of the exhibition has been, no doubt, encouraged by publicity initiated by the proud collectors.

★★★★

WEST VIRGINIA

Donation Allows Film Chain Installation

The West Virginia State Archives recently completed installation of a film chain, allowing in-house transfers of movie and newsfilm to videotape. The equipment, donated by several local television stations, will enable staff to fulfill requests for footage more easily and make the collections more accessible when combined with a project for entering story information into a computer database.

MARYLAND

The Maryland State Archives Receives NHPRC Grant

The Maryland state Archives has been awarded a two year grant by the National Historical Publications and Records Commission to make the collections of the Archives more accessible to the general public and scholars.

The grant will enable the Archives to publish a guide to its collections of state agency records. These materials comprise 25,000 cubic feet of the more than 115,000 cubic feet of permanent records available for the public at the Archives. Information on state agencies form 1637 to the present will include agency histories, summary descriptions of their records, and the extent of holdings. The guide will give the 15,000 researchers who visit the Archives each year a better understanding of resources available for the study of Maryland history.

For further information, please contact Tim Pyatt, Project Director, at 301-974-3914.

★★★★

VIRGINIA

Richmond's Valentine Museum Labor Exhibition at Tobacco Row to Run from June 14 thorough December 9. 1991

The development of the nation's post-Civil War industrial work force is being explored in "The Working People of Richmond: Life and Labor in an Industrial City, 1865-1920" a major Valentine Museum exhibition which opened June 14 and will continue thorough December 9, 1991 in the historic Philip Morris building at Tobacco Row.

Organized by Valentine curator Gregg Kimball, "Working People" is an engaging multi-media exhibition featuring living history, hands-on activities, audio-visual components and working machinery. Based on Richmond's history as an industrial city, the exhibition traces the impact of rapid industrialization in shaping the workday and American city life.

To help orient visitors to the realities of industrial life, the exhibition features several interactive elements. Upon entering and leaving the exhibition, visitors are asked to "clock in" and "clock out" using a time card on a vintage IBM time clock from the American Tobacco Company's "Lucky Strike" factory. A hands-on display enables visitors to try their skill at stringing muslin bags, which several generations of Richmonders did as" piecework for Millhiser, Inc.

Video and audio complement the displays with the sights and sounds of workers and industrial machinery in action. Visitors also are able to listen to selected readings form the "Boy Log Book" of Harry Calligan, a 15-year-old iron worker. His diary poignantly describes the everyday life of a working-class child entering adulthood in the 1880s.

"Working People" illustrates how German, Italian and Irish traditions mingled with established Virginian and African-American culture in the diverse neighborhoods that formed around Richmond's factories, mills and railroad yards. Family and social life are dramatically interpreted through living history presentations set at a reconstructed bar from a local saloon.

"Working People" extensively documents the progressive labor and community organizations which dramatically altered workers' lives and eventually American politics.

VIRGINIA (Continued)

"Working People" was installed in 8,500 square feet of the Philip Morris building in the Tobacco Row development. Located at 2300 E. Cary St. and built between 1895 and 1905, the building served as a cigar manufacturing facility for P. Lorillard & Co. until 1955.

"The Working People of Richmond: Life and Labor in an Industrial City, 1865-1920" is supported, in part, by a $225,000 grant, plus a $50,000 matching grant from the National Endowment for the Humanities, a federal agency. Public programs are funded by a grant from Mobil Foundation, Inc. For more information, call the Valentine Museum at (804) 649-0711.

★★★★

NEW YORK

SARA Recommends Grants to 435 New York Local Governments

The New York State Archives and Records Administration (SARA) has recommended 1991-92 grants for 435 local government records management and archives projects totaling nearly $9 million. According to Larry J. Hackman, Assistant Commissioner of Education for Archives and Records, the grants will support local governments in records inventory and program planning, inactive records storage, micrographics, the use of current technologies, and archives administration. All grants are made from the New York Local Government Records Improvement Fund which is based on a portion of fees collected by county clerks for the filing of certain types of records. The Fund also considers proposals for research and development and disaster recovery projects and it supports SARA's nine regional offices which provide training and technical assistance to New York's nearly 4,000 units of government.

SARA's local government programs are in its External Programs Division directed by Bruce Dearstyne. For the 1991 annual report on local records activities in New York, write to QRIV, 10A63 Cultural Education Center, Albany, NY 12230 or call 518-474-6926.

★★★★

New York City's 1991 Archives Week

The Archivists Roundtable of Metropolitan New York will celebrate the third annual NEW YORK ARCHIVES WEEK with a series of events, ranging from exhibits to film festivals, walking tours and lectures.

The week-long series of events will feature a Family History Fair on Sunday afternoon, October 13, at New York University's Loeb Student Center. At this free event, the public will learn how to trace their family histories, preserve and interpret family documents and utilize archives and libraries in and around New York. Dozens of genealogical societies, historical agencies, archival repositories, ethnic organizations, and booksellers and other vendors will offer exhibits and information.

One of the main events of the Week this year will be an exhibition on the home front in New York City from 1941 to 1945. The exhibit will be at the Courtyard Gallery in the World Financial Center from October 7th through November 13th. It will touch on all facets of domestic and community life during the war period.

For further information on the Family History Fair, the World War II exhibit, or Archives Week in general, please call either Beverly Dishon at 212 251-3467 or Steve Siegel at 212-415-5544.

NEW JERSEY

Exhibit, Fall, 1991, Reciprocity: Japan and Rutgers 1866 - 1930

As Japan emerged from an isolated, feudal society to a modern industrial state in the second half of the 19th century, Japanese were sent abroad to study in the West, and Westerners were hired to teach and work in Japan. Rutgers and its alumni were among the first to participate in this cross-cultural exchange. Using materials from the William Elliot Griffis Collection and the University Archives, an exhibition in Gallery '50 will reveal the activities of Japanese students who came to Rutgers, and the experiences of Griffis (Rutgers Class of 1869) and other Westerners who went to Japan. On display will be diaries, correspondence, manuscripts, photographs, maps and other items. Exhibition Curator: Ruth J. Simmons, Curator of the Griffis Collection. Location and Dates: Gallery '50, Alexander Library, October 10 to December 15, 1991.

WEST VIRGINIA

State-wide Records Assessment Project

The West Virginia State Archives recently received an NJPRC grant to begin the State Records Assessment project for West Virginia. Currently a search is underway for a field worker to make on-site visits and assist in the compilation of data about the archival and manuscript collections scattered throughout the state's fifty-five counties. Staff from the State Archives will administer and assist with the assessment, with the assistance of the state's Historical Records Advisory Board.

Virginia Historical Society Temporarily Closed

The Virginia Historical Society is scheduled to be closed to the public from 3 September through 1 December 1991 for construction and renovation.

Preservation News

NEH Expands Mission for Preservation and Access

In December 1985, the National Endowment for the Humanities established a separate Office of Preservation to help address the needs of the nation's libraries and archives. Under the leadership of George Farr and with sharply increased funding from Congress, the Office began in 1989 to implement a multi-year preservation plan. Components of this plan include: an initiative to raise the rate of preservation microfilming in libraries and archives to a level that will preserve the intellectual content of three million brittle books and serials in twenty years; a program to locate, catalog, and microfilm United States newspapers on a state-by-state basis; and enhanced support for the preservation of special collections of unique materials in libraries and archives. Grants are also made for preservation education and training on a regional and national level, the establishment of regional field services, research and demonstration projects, the creation of statewide preservation plans, and projects that will heighten public awareness of the preservation crisis.

Congress appropriated additional funds for the Office of Preservation in 1990 to launch the National Heritage Preservation Program, which

(Continued on P. 9)

Briefly Noted

Deacidification Update. On May 8th, officials at the Eisenhower Library, Johns Hopkins University, signed a contract with Akzo, a Netherlands-based chemical corporation, to treat approximately 4,000 volumes with the diethyl zinc (DEZ) vapor deacidification process, developed at the Library of Congress. Under the auspices of the Association of Research Libraries, representatives from a number of leading academic and research institutions will meet at the Northeast Document Conservation Center, Andover, MA, in September to explore cooperative efforts using one or more of the mass treatment processes presently being developed. The Library of Congress has yet to announce the results of its own testing of these processes (as we go to press). Research libraries are eager to commit their collections for treatment, but we have yet to know what each can, and cannot, do, and the real costs of treatment.

Skulduggery at LC. On May 6th, a College Park, MD, physician, Harry Robert Katz, was arrested after a lengthy investigation for a series of thefts of books and extracts from the Library. In their search, police also found materials removed from collections at the University of Maryland library. The materials related to 19th and 20th century art and philosophy.

On June 24th, a government attorney for the General Accounting Office, Barry Marc Goldman, was arrested and charged with stealing "numerous presidential and Civil War materials," some of which have been recovered.

Current Reading

Association of Higher Education Facilities Officers. *Preservation of Library and Archival Materials.* Alexandria, VA: 1991. 66p.

These are papers from a conference co-sponsored by the Commission on Preservation and Access last February. Librarians, conservators and facilities engineers address the issue of the physical maintenance of buildings housing collections. Paul N. Banks and Carolyn Harris opened the proceedings with a basic review of the causes of deterioration and environmental requirements.

Atkinson, Ross. "Preservation and Collection Development: Toward a Political Synthesis," *Journal of Academic Librarianship,* 16:2 (May 1990), 98-103.

This attempts to "explain and compare some of the functions and values of preservation and collection development from a primarily political point of view." At heart is an argument for a national approach to the preservation of our documentary heritage.

Atkinson, Ross. "Text Mutability and Collection Administration," *Library Acquisitions: Practice and Theory*, 14:4 (1990), 355-358.

This is a cogent description of the librarian's (and archivist's) role in the electrically dominated library; a restatement of the Librarian's professional responsibilities.

Babcock, Philip. "Ready for the Worst," *Museum News*, 69:3 (May-June 1990), 50-54.

This covers planning for a disaster in a museum.

Current Reading

Babin, Angela. "Celluloid Film Hazards in Conservation," *Art Hazards News*, 13:8 (1990), 3.

This is a summary of vital facts on the hazards of nitrate film. It reviews the guidelines of NFPA 40: "Standard for Storage and Handling of Cellulose Nitrate Motion Picture Film" (1988).

Banks, Paul N. "Preservation of Library Collections, and the Concept of Cultural Property," *Libraries and Scholarly Communication in the United States: The Historical Dimension*, ed. Phyllis Dain and John Y. Cole. New York: Greenwood Press, 1990, 89-110.

This is a reflective essay on the concept of cultural property, national efforts and legal aspects.

Bourke, Thomas A. "The Reproduction of Library Materials in 1990," *Library Resources and Technical Services*, 35:3 (July 1991), 307-318.

This is a review essay.

Bourke, Thomas A. "Research Libraries Reassess Document Preservation Technologies," *Inform*, 4:8 (Sept. 1990), 30-34.

This discusses the advantages of microforms and the new imaging technologies in the research library setting. It suggests microfilm will continue to serve as the primary preservation medium, but electronic imaging will serve as an access medium, to some extent market-driven.

Canadian Council of Archives. *Basic Conservation of Archival Materials: A Guide*. Ottawa, 1990. 119p + index. Fr/Eng.

This is a basic text covering environmental concerns; storage and handling; conservation treatments and repairs. Bibliography.

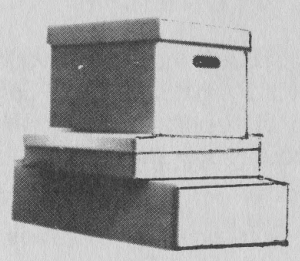
Carpenter, Kenneth E. and Jane Carr. "Microform Publishing Contracts," *Microform Review*, 19:2 (Spring 1990), 83-100.

This is a model contract outline "to help microform publishers and libraries work together effectively" in an option for preservation and access.

(Continued on P. 10)

Acid Free Archival Supplies

WE CARE ABOUT YOUR ARCHIVES!



- **Hollinger Distributor**
- **Boxes, Paper, Mylar®**
- **Very Competitive Pricing**
- **Quick Shipment**

For your free catalog call:
800-747-1249

G.M. WYLIE COMPANY
P.O. BOX AA, WASHINGTON, PA 15301

Preservation is your responsibility, providing quality *TIMEPRESERVER*™ products is ours!

Preservation News

(Continued from P. 8)

provides support to stabilize material culture collections. Awards are made for the housing and storage of objects, improved climate control, and the installation of new lighting, security, and fire-prevention systems. Funds are available, as well, for programs to train conservators of material culture objects and institutional staff entrusted with the general care of such collections.

The Office of Preservation was designated the Division of Preservation and Access in July 1991 and given responsibility for all collections-based activities previously funded in the Access category of NEH's Research Division, and for the "documentation" grants made from the Museums program in the Division of Public Programs. With this action, the Endowment consolidated within a single division all its support for projects that will preserve and provide intellectual access to collections that are important for research, education, and public programming in the humanities.

The expanded responsibilities should benefit a wide variety of archives repositories, especially those that house a variety of collections under one (usually historic) roof. To learn more about the Preservation and Access Division's grants and their deadlines, request a copy of the current NEH Overview booklet.

In its latest round, NEH awarded grants totaling more than $12 million for 29 projects that will help support the preservation of knowledge found in deteriorating books and newspapers, and also assist in the stabilization of irreplaceable material culture collections. Several of the awards in the Mid-Atlantic area are of special interest to MARAC member:

(Continued on P. 10)

Preservation News

(Continued from P. 9)

John Hopkins University, Baltimore, MD. $204,897 to continue support of a series of workshops to train employees in libraries, archives and historical societies in the basic techniques of book and paper repair, book repair, disaster recovery, and exhibit preparation.

Mariner's Museum, Newport News, VA. $288,009 to support the preservation and duplication of 29,842 unstable photographic negatives depicting maritime history.

New York State Library, Albany, NY. $832,689 outright and $50,030 in matching funds to support the New York Newspaper Cataloging and Microfilming Project, which will develop 3,300 titles from five library districts and initiate an operation to microfilm 500,000 pages of newsprint for two library districts.

New York City Department of Records and Information Services. $47,851 to support the microfilming of the WPA Federal Writers' Project, New York City Unit Records, and Historical Records Survey material on the New Deal era and the City's development.

A major component of the Endowment's preservation effort involves helping archives, libraries, and historical societies develop a permanent capacity to care for their collections. In addition to the training grant awarded to John Hopkins, the **Society of American Archivists** has received an award of $645,554 to support a preservation education program that will train archivists over a 3-year period to serve as preservation administrators in institutions across the county. For further information about the program, contact Anne Diffendahl at SAA.

The **Association of Research Libraries** (ARL), Washington, DC, received $60,000 for the enhancement of preservation planning

(Continued on P. 11)

Current Reading

(Continued from P. 9)

Chase, Myron B. "Preservation Microfiche: A Matter of Standards," *Library Resources & Technical Services*, 35:2 (April 1991), 186-190.

This discusses the standards necessary to ensure the permanence of reformatted preservation copies and describes the standards available for microfiche. Standards for preservation microfiche are presently (1991) being developed by librarians, archivists and representatives from corporate and other concerned organizations.

Cockerell, Douglas. *Bookbinding and the Care of Books*, introd. Jane Grenfield. New York: Lyons & Burford, 1991. 334p. (paper)

This is a reprint of the first edition, which George Cunha calls "the best text on fine binding by an artist/craftsman."

Crombie, L. ed. *Advances in the Chemistry of Insect Control II.* Cambridge: Royal Society of Chemistry, 1990. 296p. (Special Publication 79)

The article focuses on pest control for crop protection, but includes useful information on insecticides and integrated pest management programs. Proceedings of the 2nd International Symposium, Oxford, 17-19 July 1989.

Crosbie, Michael J. "Library Science: Planning for Book Conservation, Storage, and Information Retrieval," *Architecture* (American Institute of Architects, 79:7 (July 1990), 103-105.

This includes environmental control and storage for libraries containing electronic information equipment and media as well as collections of books.

Hill, Gregory. "The Conservation of a Photographic Album at the National Archives of Canada," *Journal of the American Institute for Conservation*, 30:1 (Spring 1991), 75-88.

This article describes the full conservation treatment of a 19th century album; discusses treatment options and the decision-making process.

Jones, Barclay G. "Litany of Losses," *Museum News*, 69:3 (May-June 1990), 56-58.

This reviews disasters and catastrophes; and advocates planning beforehand.

Jones, Maralyn. "More Than Ten Years After: Identity and Direction in Library Preservation," *Library Resources and Technical Services*, 35:3 (July 1991), 294-306.

This includes a review of the literature for 1990, considering preservation in original format; conservation treatments and library binding; pest control; deterioration, deacidification and strengthening of paper; replacement and reformatting; preservation management and education; state and national initiatives.

Lull, William P. *Conservation Environment: Guidelines for Libraries and Archives*. Albany, NY: New York State Program for the Conservation and Preservation of Library Research Materials, 1991. 88p.

This addresses environmental assessment, monitoring, and the establishment of practical solutions, both interim and low-cost measures to improve the environment. Part of the Environmental Controls Resource Packet offered by the New York State Program is included.

Current Reading

(Continued)

McCabe, Constance. "Preservation of 19th Century Negatives in the National Archives," *Journal of the American Institute for Conservation*, 30:1 (Spring 1991), 41-73. Illus.

This describes a project to conserve nearly 8,000 collodion glass plate negatives by noted 19th century photographers. It also discusses the physical nature of the negatives and characteristic deterioration related to inherent constitutional factors, and preservation issues relating to duplication, rehousing, and storage. Bibliography.

Merrill-Oldham, Jan, Carolyn Clark Morrow, and Mark Roosa. *Preservation Program Models: A Study Project and Report*. Washington, DC: Association of Research Libraries, 1991. 54p.

This was prepared to assist administrators of research libraries in the shaping of the nation's research collections. It also provides an outline of the components of a preservation program. Case histories: UC-Berkeley, University of Delaware, and Ohio State University.

New York State Program for the Conservation and Preservation of Library Research Materials. Albany, NY: New York State Library, Division of Library Development, 1990. 88p. (ERIC ED 325 138)

This includes selected press clippings about projects funded by the Discretionary Grant program, 1988/1989 and 1989/90.

Rhodes, Barbara J., ed. *Hold Everything! A Storage and Housing Information Sourcebook for Libraries and Archives*. New York: New York Metropolitan Reference and Research Library Agency (METRO), March 1990. 63p.

This article provides useful information on the storage and housing of library and archival materials; covers environmental control and monitoring; shelving and other storage furniture; protective enclosures; cleaning and moving of collections. It contains a list of suppliers and services.

Smith, Eldred. "Why Microfilm Research Library Collections When Electronic Data Bases Could Be Used?" *Microform Review*, 20:1 (Winter 1991), 27-29.

This advocates preservation in electronic format as more useful and cost-effective. Reprinted from *Chronicle of Higher Education*, July 18, 1990, with an appended note. The author seems unaware of the impermanence of electronic media and the real costs of reformatting data at this time.

Sullivan, John and Jennifer Johnson. "The Preservation Directorate: Saving the Library's Legacy," *LC Information Bulletin*, 50:13 (July 1, 1991), 247-253.

This describes the Library of Congress preservation and conservation services: the binding, conservation , preservation microfilming, research and testing, and the National Preservation Program Office.

Waters, Donald J. *From Microform to Digital Imagery*. Washington, DC: Commission on Preservation and Access, June 1991. 41p.

This explores the feasibility of a project to study the means, costs, and benefits of converting large quantities of preserved library materials from microform to digital images, for enhanced access.

(Continued on P. 12)

Preservation News

(Continued)

materials, to revise the Preservation Planning Program for Research Libraries Manual and Resource Notebook, and to develop supplementary technical resource packets on preservation topics.

(Prepared with the assistance of George Farr, Director, Division of Preservation and Access , NEH)

EMPLOYMENT

LABOR ARCHIVIST

(GRANT FUNDED POSITION)
RUTGERS UNIVERSITY LIBRARIES

Responsibilities: Survey and appraise the International Union of Electronic, Electrical, Salaried, Machine, and Furniture Workers, AFL-CIO (IUE) records; develop and implement an arrangement and description plan for the archives; prepare descriptive cataloging and MARC tagging of materials to the RLIN manuscripts database; and design a finding aid.

Qualifications: MLS from an accredited library school and/or a master's degree in history, labor studies, or an allied field; 2-5 years archival experience in a research library; familiarity with automated procedures and cataloging rules; and supervisory ability.

Salary and Benefits: Compensation is $31,132 for a 12 month appointment with possibility of renewal for the following year. Full faculty benefits package.

Submit resumes and three sources for current references before October 15, 1991 to: Sandra Troy, Libraries Personnel Officer (APP. 177), Rutgers University Libraries, 169 College Ave., New Brunswick, NJ 08903, Fax (908) 932-7637.

Equal Opportunity Employer

EMPLOYMENT

Princeton University Libraries Department of Rare Books and Special Collections

Reference Librarian/Archivist: Reporting to Curator of Manuscripts.

Responsibilities: Promoting delivery of reference services to researchers using rare books, manuscripts and other materials, including security and proper handling; participating in development, implementation, and coordination of policies, procedures, and forms relating to access services in the Department; supervising activities and staff in the reading room; coordinating responses to reference queries; scheduling reference desk coverage; administering policies governing use, reproduction, and preservation of materials.

Qualifications: MLS from ALA-accredited library school and/or MA with graduate archival training, with course work in rare books and archives, an understanding of descriptive bibliography and archival techniques, and knowledge of reference sources; demonstrated skills in communication; experience in supervising personnel; familiarity with systems.

Preferred Qualifications: Public service experience in special collections or a major research library; experience with microcomputers, especially word processing and data management programs.

Salary and Rank: $28,200 or higher, depending on qualifications and experience. To ensure full consideration, send application (resume and names, titles, addresses and phone numbers of three references) postmarked by November 1, 1991 to Chairman, Search Committee for Reference Librarian/Archivist, c/o Human Resources Librarian, Princeton University Libraries, One Washington Road, Princeton, New Jersey 08544.

Equal Opportunity Employer

Briefly Noted

(Continued from P. 11)

Wever, David C. *Library Buildings and the Loma Prieta Earthquake Experience of October 1989*. Sacramento, CA: California State Library Foundation, 1990. 66p.

This is a survey of the damage at Stanford, area libraries, and bookshops.

Wellheiser, Johanna G., ed. *Proceedings of the 14th Annual IIC-CG Conference*, May 27-30, 1988. Toronto: Toronto Area Conservation Group/International Institute for Conservation - Canadian Group, 1989. 179p. French/English.

These sessions dealt with ethics and the role of the non-conservator in conservation; science in conservation; pest control; paper and textiles; etc. Bibliographies.

Winsor, Peter. "The Conservation Information Network," *Library Conservation News*, No. 31 (April 1991), 1-3,6.

This is a description of a cooperative bibliographic database providing international access to conservation literature, with a note on smaller databases.

Zappala, Antonio. "An International Survey of Standardizing Art Papers and Others Intended for Conservation," *Restaurator*, 12:1 (1991), 18-35.

This is a summary of a questionnaire on durable papers sent to selected experts.

Conservation Calendar

October 29: New York City. "Conservation Environments for Museums and Libraries," day-long seminar by environmental consultant William P. Lull. Fee $195. Contact: Real Estate Institute, New York University, 11 West 42nd Street, New York, NY 10036

October 30: New York City. "Setting Up a Conservation Environment Monitoring Program," day-long seminar by William Lull and Marc Reeves, conservator, New York Public Library. Fee $195. Contact: Real Estate Institute, New York University, 11 West 42nd Street, New York, NY 10036

November 5-9: New York City, Association of Moving Image Archivists (AMIA) annual conference. Contact: National Center for Film and Video Preservation, American Film Institute, PO Box 27999, 2021 North Western Avenue, Los Angeles, CA 90027.

MANUSCRIPT SOCIETY INFORMATION EXCHANGE DATABASE

The Department of Archives and Manuscripts at Arizona State University and the Manuscript Society announce the official opening of the Manuscript Society Information Exchange Database listing manuscripts, documents and letters held by private individuals throughout the United States. For the first time, it is possible for researchers to have access to primary source materials held by private collectors.

Through an agreement between ASU Libraries and the Manuscript Society, an international association of manuscript collectors, the Department of Archives & Manuscripts will enter information about rare documents into a searchable database.

For a fee, researchers can request a search for materials relating to their interests. In addition, ASU is often able to supply photoduplication of original documents.

EMPLOYMENT

PROJECT ARCHIVIST
NATIONAL FOUNDATION FOR HISTORY OF CHEMISTRY

Archivist needed for project to study documentation issues and strategies for the contemporary life sciences. The National Foundation for History of Chemistry, through its Beckman Center for the History of Chemistry, is planning a long-term documentation project as a part of the center's biomolecular sciences initiative.

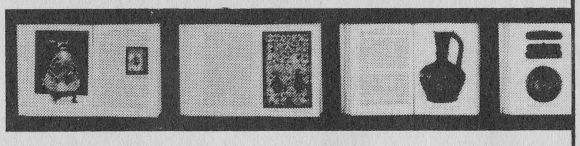
Responsibilities: The archivist will play a key role in the formulation and development of a documentation strategy for the Human Genome Project. Duties will include research to identify the organizational, intellectual and social characteristics of the modern life sciences, with special emphasis on records creation and use; outreach work with scientists, administrators and managers or archivists; and field trips to assess documentation in academic, government and industrial settings. The archivist will also be involved in the formulation of policy recommendations with both local and national focus.

Qualifications: Advanced degree in history and/or library science, or equivalent experience, required. Desirable qualities include background in science or history of science, and some professional archival experience.

Salary: Low 30s, with benefits. Position is funded for two years, with the possibility of renewal.

Send letter enclosing cv and references to Professor M. Susan Lindee, Beckman Center for the History of Chemistry, 3401 Walnut Street, Room 460B, Philadelphia, PA 19104-8228. *Equal Opportunity Employer*

Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

A S
Archival Survival
Marc Zeitschik, President
284 3rd Avenue
Brooklyn, NY 11215
Telephone: (718) 858-0890

ASSOCIATE HISTORIAN/ ARCHIVIST
The Federal Judicial History Office of the Federal Judicial Center

The Office provides historical services to the judicial branch, the academic community, and the public.

Responsibilities include production of research and reference tools and development of an archival program for judges' papers.

Qualifications: Ph.D. in American history or the equivalent; archival training and/or experience. Desirable qualifications also include demonstrated oral and writing skills; evidence of successful scholarly publication; experience in the administration of historical programs and in the creation of research tools; knowledge of the history of the federal court system; familiarity with computerized data bases.

Salary: to $50,260 depending upon demonstrated qualifications and experience. *Civil Service rating is not required.*

To apply, send your resume with cover letter highlighting relevant experience and qualifications, and the names of three references, to Federal Judicial Center, Attn: Personnel Office (Ann.#91-27), 1520 H Street, N.W., Washington, D.C. 20005.

Position will remain open until filled.

Equal Opportunity Employer

Employment Opportunity

ARCHIVES SPECIALIST
Architect of the Capitol, Washington, D.C.

Immediate opening for a trained archivist to work with the Head of the Records Management Branch, under the direction of the Curator, in organizing and maintaining the permanent historical records of the Architect of the Capitol. Other duties include original research and analysis on the history of the Capitol complex and grounds and preparation of reports. Applicants must possess training or experience in archival work. Knowledge of American history and/or American architectural history is also desired. Position will be filled at the GS-9 or GS-11 level. Send SF 171 to: Human Resources Management Division, Architect of the Capitol, Washington, D.C. 20515.

Equal Opportunity Employer

MAINE HISTORICAL SOCIETY
Archival Processor, Manuscripts Cataloging Project, two-year project supported by NHPRC. Supervised by Project Director, the Processor sorts, arranges, and describes manuscript materials, undertakes basic conservation work, and prepares finding aids. Catalog information will be entered in MaineCat, a statewide computer network.

Salary: $18,000 plus benefits.

Requirements: B.A. in History, American Studies, or other humanities discipline; one-year archival experience and/or training; strong organizational and evaluative skills. Knowledge of Maine or New England history preferred.

Send resume to: Manuscripts Cataloging Project, Maine Historical Society, 485 Congress Street, Portland, ME 04101.

Equal Opportunity Employer

EMPLOYMENT

UNIVERSITY OF WYOMING, LARAMIE

The American Heritage Center is seeking candidates to fill two vacancies. The Center is one of the largest manuscript repositories in the United States and has substantial collections in the following areas: Wyoming, the American West, conservation, water resources, economic geology, the performing arts, transportation and Western authors.

Manager/Reference Services

Responsibilities: Reporting to the Associate Director/Operations, the Manager for Reference Services manages, plans, schedules, and supervises the activities of a 2.5 person reference unit. Activities include the development of policies and procedures, planning unit budgets and responding to ongoing in-person, telephone and mail reference inquiries.

Qualifications: Four years of professional archival experience including one year of working directly with scholarly and general researchers. Graduate degree in American studies, American history and/or library science, or an equivalent combination of education and experience. Prefer certified archivist.

Salary: $21,132 - $27,000 commensurate with qualifications and experience.

Archivist

Responsibilities: Reporting to the Manager/Arrangement and Description, the archivist will arrange significant and/or difficult manuscript collection, prepare inventories, abstracts and OCLC cataloging work sheets. He/she may be called upon to respond periodically to in-person, written or telephone reference inquiries. May supervise part-time student assistants.

Qualifications: Master's degree in American studies, American history or Library Science or an equivalent combination of education and experience. Prefer one year experience and certified archivist. OCLC experience helpful.

Salary: $17,544 - 22,655 commensurate with qualifications and experience.

Send application, resume and the names, addresses and telephone numbers of three references to: Dr. Michael Devine, Director, American Heritage Center, c/o Personnel Services Office, P.O. Box 3422, Laramie, WY 82071. Closing Date for applications is October 23, 1991.

Equal Opportunity Employer

REFERENCE SHELF

THE MUSEUM COMPUTER NETWORK ANNUAL CONFERENCE will take place November 6-9 in Santa Monica, CA at the Miramar Sheraton. Program sessions on November 7, 8, and 9 will address computing for museum administration, collections management, events management & ticketing, exhibits & educational programs, membership & development, and research & publications. For information on conference registration or exhibiting, call MCN at 412-681-1818, fax a request to 412-681-5758, or write to MCN, 5001 Baum Boulevard, Pittsburgh, PA 15213-1851.

★★★★

Based on the National Archives exhibition commemorating the 200th anniversary of the Bill of Rights, DRAW! illustrates how some Americans have boldly exercised their first amendment rights of freedom of speech and of the press.

The 144-page softcover book measures 8½ X 11 inches and is available for $7.95 (plus $3 shipping/handling) from the National Archives Trust Fund, P.O. Box 100793, Atlanta, GA 30384.

★★★★

The National Anthropological Archives (Department of Anthropology, National Museum of Natural History, Smithsonian Institution, Washington, D.C.) is resuming former research hours. The Archives will be open 9AM to 5PM, Monday through Friday, beginning July 8, 1991.

★★★★

Managing Archives and Archival Institutions, winner of the Arlene Custer Award, is now out in a paperback edition. It can be ordered from the University of Chicago Press, Order Department, 11030 S. Langley Avenue, Chicago, Illinois 60628. Their 800 number for ordering is 1-800-621-2736. The cost is $19.95.

Oral History Transcription

Accurate! Dependable! Experienced!

Oral history interviews transcribed by a former archivist. Confidentiality and quality are assured. We pay careful attention to the details. Standard- and micro-sized audio tape cassettes can be accommodated.

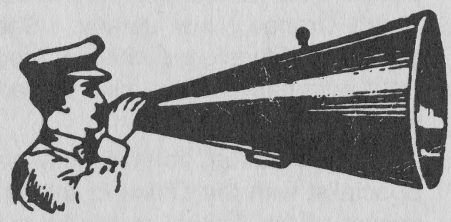
Complete transcripts can be shipped via Federal Express for extra-fast return service.

Contact:

Liz Roach, President/Owner

All Quality Secretarial Service
66 Glenbrook Road
Morris Plains, NJ 07950
Telephone (201) 829-0090

News Notes



In the aftermath of hurricane Agnes, thirty-three archivists form Delaware, Maryland, New Jersey, New York, Pennsylvania, Virginia and the District of Columbia met on 23 June 1972 at the University of Maryland in College Park to organize a regional archival association. MARAC will celebrate the twentieth anniversary of its founding this spring when we meet in Pittsburgh, Pennsylvania May 7-9, 1992.

Those interested in planning for the anniversary celebration should contact Jodi Koste, Special Collections and Archives, Tompkins-McCaw Library, MCV, Box 582, Richmond, Virginia 23298-0582, (802) 786-9898 or e-mail JKOSTE@VCUVAX.Bitnet or JKOSTE@VCU.EDU Internet by November 1, 1991.

★★★★

Mayor Stephen R. Reed officially opened the Harrisburg City Archives for public use on June 17, 1991. The Archives opening coincided with the year-long Bicentennial Celebration of the city's founding in 1791. The establishment of an archival program was made possible in part by a Local History Grant from the Pennsylvania Historical and Museum Commission.

(*Continued on p. 17*)

PEOPLE

Jo Ann E. Cotz has been named Curator of Special Collections at Seton Hall University Archives, South Orange, New Jersey. She succeeds Monsignor William Noé Field who has been named University Archivist.

John F. Hackett, former Archives Specialist with the Office of the Architect of the Capitol at the United States Capitol, has recently been appointed Records Administrator and Archivist for the City of Alexandria, Virginia.

Paul D. Ledvina, formerly a senior archivist in the Manuscript Division of the Library of Congress has accepted a position as a records appraisal archivist in the Office of Records Administration of the National Archives.

Dr. Mary A. Giunta is the new Director and Editor of *FRUS*, (Foreign Relations of the United States, 1781-1790), a documentary editing project to be administered by the National Historical Publications and Records Commission (NHPRC).

Dr. Nancy Sahli will become Program Director of the NHPRC, supervising the combined staff of the Commission's Records and Publications Programs.

Marian Matyn has been appointed reference librarian at the Hagley Museum and Library, effective September 3, 1991. She formerly worked on an NHPRC project at the archives of the Chester County Historical Society.

Cherylnn Miller has left the manuscripts and archives department of Hagley to work at the Washington, D.C., Historical Society.

Gail Farr has been selected as the NHPRC/Mellon Fellow for 1991-1992 to work in the Delaware Bureau of Archives and Records Management. Among other projects she will undertake a user study for the archives. Prior to this appointment, Farr was an archival consultant in the Philadelphia area.

LETTERS TO MARAC

Dear Mr. Niederer:

I would like to congratulate you on your election as chair of MARAC. I enjoyed reading your first "From the Chair" message in the summer newsletter. Your points were well made.

I was, however, surprised to read in the Steering Committee minutes of the May meeting that "The Maryland Historical Society and others are hanging by a thread." MHS shares MARAC's concern over the status of some repositories in Baltimore, but I would like to stress that we are by no means "hanging by a thread."

In addition to having an experienced staff, MHS actively continues to collect books, manuscripts, prints and photos. We care for our collections according to professional standards, and serve a large, diverse audience.

I hope you will be able to find room in the next Mid-Atlantic Archivist to set the record straight. Thank you for your attention to this matter.

Sincerely,
Charles T. Lyle
Director,
Maryland Historical Society

With regard to the reference to the Maryland Historical Society in our Steering Committee minutes of 2 May 1991, I want to apologize to you, your staff, and your board for characterizing the health of the institution in negative terms. I attended the 2 May meeting as an observer (my term as Chairman had not yet begun), and I recall that concerns were expressed about the precarious status of some publicly funded archival and historical records repositories in Baltimore (also mentioned by name in the minutes). MHS, regrettably seems to have been listed among them. I discussed the matter at length with Maryland's Representative on Steering Committee, Tim Pyatt, and he agreed that his account at the meeting of the difficulties facing some well-known institutions in the city could have been construed wrongly to include yours. Tim joins me in expressing sincere regret about the incident.

Karl J. Niederer
Chairman, MARAC

TAYLOR MADE
PROTECTIVE POUCHES

For
DOCUMENTS
MANUSCRIPTS
PHOTOS

Clear, Strong, Inert, Dimensionally Stable DuPont "MYLAR"* Type D

- 3-Seal pouches
- 2-Seal pouches
- Folders
- Special sizes & shapes

WE CAN DO SMALL, SPECIAL JOBS

(215)459-3099
Taylor Made Company · P.O. Box 406 · Lima, Pa. 19037

* "MYLAR" IS A TRADE NAME OF DUPONT

OCKER & TRAPP

LIBRARY BINDERY, INC.

Ocker and Trapp is dedicated to craftsmanship. We understand the need for consistent quality and efficient service.

Visitors and questions are always welcome.

17C Palisade Ave.
P.O. Box 229
Emerson, NJ 07630
(201) 265-0262

- Complete Library Binding
- Conservation
- Deacidification
- Encapsulation
- Restoration
- Collection Care
- Custom Designed Enclosures
- Special Hand Binding

PEOPLE *(Continued)*

Kurt Bodling left his position as assistant librarian at Winterthur Museum Library to become librarian at Concordia College in Bronxville, New York.

Alice D. Schreyer, Assistant Director of Libraries for Special Collections, has been appointed Curator of Special Collections at the University of Chicago

Richard H. Holloway has assumed the position of University Records Manager at the George Washington University.

News Notes

(*Continued from P. 15*)

The Times, Trenton, New Jersey, reported on August 19, 1991 that a bathroom pipe had erupted at the State Library. This accident, although quickly cleared up, distributed enough water into the room below to cause serious alarm for thesafety of the documents located below. This incident should give additional emphasis to the need for a new home for New Jersey's priceless documents.

★★★★

The Philadelphia Inquirer of July 26, 1991 reported that the Philadephia Archives, which houses millions of pieces of paper dating back 300 years, is suffering, like the city itself from neglect and shrinking resources. In this article Karl Niederer, Chair of MARAC, stated that archives are the first things to be let go when economic times are hard.

The article went on to state that this fall the Society of American Archivists will meet in Philadelphia and many of the attendees will witness the state of the city archives.

STEERING COMMITTEE

10 July 1991, Baltimore, Maryland.

Summary of Steering Committee Actions and Reports at the Meeting of 10 July 1991, in Baltimore, Maryland.

APPROVAL OF MINUTES

Approved the minutes of the 2 May 1991 Steering Committee meeting with the following corrections:

*Lee Stout, not Cynthia Swank, reported the request from the Custer Award Committee.

*Tax situation: Currently MARAC is paying sales tax to Virginia when we sell publications via mail to Virginia residents. In addition, sales tax must be collected when publications are sold at MARAC conferences except Delaware, which has no sales tax. Income from advertisements and from sales of publications to non-members is considered unrelated business income and is taxable by the Federal government.

Announced the following Steering Committee appointments to committees:

*Nominations and Elections: David Carmichael (temporary chair) and Charlotte Brown

*Education: Diane Windham Shaw

Passed a motion that the following amendments to the existing by laws be brought before the membership for a vote at the Fall 1991 meeting:

a. Education and Publications committee chairs will be appointed by the Steering Committee Chair,

b. the MARAC Treasurer will be chair, ex officio, of the Finance committee,

c. the MARAC Vice Chair will be Chair, ex officio, of the Meetings Coordinating Committee, and

d. the Steering Committee Chair will be removed as an ex officio member of the Finance and Membership Development committees.

*The Administrator (formerly the Executive/Publications Secretary) will serve as an ex officio member of Membership Development (no bylaw change needed).

Added revised committee guidelines to the MARAC Steering Committee Manual. The Finance Committee will approve unbudgeted expenditures over $500.00

Reported that income from the Wilmington meeting was around $5,365. The program received a rating of 4.1 on a scale of 5 from the 70 evaluation forms (out of 330) that were turned in.

Reported that the mailing for the Roanoke meeting will go out Labor Day with a pre-registration date of October 17.

Received the Financial report of the Treasurer for the period from October 1, 1990, through June 30, 1991.

Passed a motion to direct the Treasurer to increase the Endowment Fund from $3000 to $6000 by transferring $3000 from the Current Fund. This transfer will enable the Endowment Fund to better fund the program of MARAC and other programs approved by the Steering Committee.

Passed a motion that the Treasurer be authorized to continue to pay bills between October 1 when MARAC's fiscal year ends and the meeting in November when a new budget will be approved so long as the total amount expended does not exceed $6000 or $\frac{1}{4}$ of the current budget.

Reported that the current membership count is 1114, with 198 new members this year, 37 of which joined after the spring meeting. The distribution of members shows evidence of increased recruiting activity at the state level. One hundred four members have not yet renewed this year, but remain active.

Reported that the new hours for the MARAC archives at the University of Maryland are 12-5, Monday thorough Saturday.

Passed a motion that MARAC will reimburse travel expenses of the incoming (David Anderson) and outgoing (Ron Becker) editors of *maa* during the transition period.

Referred the draft long-range plan back to the task force for further review and revision. It will be presented to the membership for discussion at the Roanoke meeting and, pending the outcome of the discussion, adopted by the Steering Committee at its January meeting. The chairs of the Education and Publications committees will be added to the task force, and the Steering Committee Chair will serve in an ex officio capacity. The task force will be charged to discuss their proposals with the standing committees in appropriate areas.

Passed a motion to govern the execution of an agreement between MARAC and Marsh Trimble for performing the duties of MARAC Administrator (formerly known as the Executive/Publications Secretary) for the period form 1 July 1991 through 30 June 1993, and to authorize the Treasurer to pay wage expenses associated with the agreement from July 1 to November 7, 1991.

Passed a motion that the revised Education Committee proposal on workshops be referred back to the committee for further consideration.

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE
TREASURER'S REPORT, 1990-91 FISCAL YEAR
October 1, 1990 to June 30, 1991

Item	Budget FY90-91	Quarter 1	Quarter 2	Quarter 3	Cum % of Budget	1990-91 YTD	1989-90 Actual
Income							
Membership Dues	$8,500.00	$6,768.61	1,682.00	$409.00	104%	$8,859.61	$8,848.00
Publication Sales	1,000.00	512.50	53.50	135.20	70%	701.20	653.85
Publ. Advertising	1,500.00	491.00	432.00	261.00	79%	1,184.00	1,699.00
Bank Interest	2,500.00	203.11	119.84	467.20	32%	790.15	2,127.99
Conferences	12,000.00	50.00	10,575.37	50.00	89%	10,675.37	9,141.43
Misc. Income	120.00	0.00	40.00	10.00	42%	50.00	160.00
Total Revenue	**$25,620.00**	**$8,025.22**	**$12,902.71**	**$1,332.40**	**87%**	**$22,260.33**	**$22,630.27**
Expenses							
Admin. & General	$2,970.00	$74.65	$47.00	$660.10	26%	$781.75	$2,243.43
Membership	1,650.00	352.85	321.09	103.32	47%	777.26	1,498.55
Committees	2,300.00	109.39	1,346.25	372.82	79%	1,828.46	1,749.78
Conferences	2,000.00	.00	2,033.08	0.00	102%	2,033.08	1,282.74
Publications	14,750.00	5,122.30	2,048.40	2,144.30	63%	9,315.00	9,132.00
Awards	200.00	100.00	0.00	100.00	100%	200.00	200.00
Other expenses	100.00	.00	97.00	0.00	97%	97.00	
Total Expenses	**$23,970.00**	**$5,759.19**	**$5,892.82**	**$3,380.54**	**63%**	**$15,032.55**	**$16,106.50**
Net Income or (Net Loss)		**$2,266.03**	**$7,009.89**	**($2,048.14)**		**$7,227.78**	

Summary	
Opening Balance	$43,945.67
Income	1,332.40
Expenses	3,380.54
Closing Balance	**$41,897.53**

Fund	Opening	Credits	Debits	Closing
Current	$19,062.51	$1,332.40	$5,497.38	$14,897.53
Endowed	3,000.00	0.00	0.00	3,000.00
Reserve	21,883.16	2,116.84	0.00	24,000.00
Surplus	0.00	0.00	0.00	0.00
Totals	**$43,945.67**	**$3,449.24**	**$5,497.38**	**$41,897.53**

Cash Accounts	
Checking	$927.31
Money Market	2,970.22
Savings Account	7,000.00
Certif. of Deposit	31,000.00
	$41,897.53

Marsha Trimble
University of Virginia Law Library
Charlottesville, VA 22901

Bulk Rate
US Postage

PAID

Charlottesville, VA
Permit 271

TIME VALUE MAIL

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation amongst individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $10 per year) and membership applications should be addressed to: Marsha Trimble, University of Virginia Law Library, Charlottesville, VA 22901. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7549, FAX (202) 994-1340, Electronic Mail: CC1821A@GWUVM. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor	G. David Anderson
Book Review Editor	Mary Boccaccio
Preservation News Editor	Susan G. Swartzburg
Software Editor	Kathleen D. Roe
Session Abstracts Editor	Michael L. Miller
Technical Leaflet Editor	Kathy Jacob
Advertising Editor	Bruce Abrams
State and Local News Editor	Roger W. Fromm